

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION NEW YORK, NEW YORK		2. POSITION NUMBER N002813	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <i>PCS for EPS (1993)</i>					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Environmental Protection Specialist		GS	0028	13	001
4. Supervisor's Recommendation		6. NAME OF EMPLOYEE			
Environmental Protection Specialist		Tashsa Frazier-Sansculotte			
5. ORGANIZATIONAL TITLE OF POSITION (if any) Environmental Justice Specialist		7. ORGANIZATION (Give complete organizational breakdown) Region 2, DECA, CAPSB			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Division of Enforcement and Compliance Assistance		g.			
C Compliance Assistance and Program Support Branch.		h. Employing Office Location			
d. New York, New York 10007-1866		i. Organization Code 902 93100 / RGBD0000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
Barbara McGarry, Chief Compliance Assistance and Program Support Branch			Dore LaPosta, Director, Division of Enforcement and Compliance Assistance		
b. Signature <i>[Signature]</i>		c. Date 3/27/15	e. Signature <i>[Signature]</i>		f. Date 3/31/15
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination <input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code N/A			
g. Bargaining Unit Code 1043		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (0 % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature Michelle L Brosseau	
				j. Date 04/24/15	
11. REMARKS					

DECA-15-28/4687

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Date classified: June 23, 2015

ENVIRONMENTAL PROTECTION SPECIALIST
GS-0028-13

I. INTRODUCTION

This position is located in the Compliance Assistance and Program Support Branch (CAPSB), Division of Enforcement and Compliance Assistance (DECA). CAPSB is responsible for (1) spearheading the various cross-cutting compliance programs and functions that require intra-and inter-divisional coordination in order to successfully achieve their goals and objectives such as climate change, environmental justice, citizen complaints, next generation compliance, and various sector-based and geographic initiatives; (2) managing the Region's compliance and enforcement databases and records to ensure data quality and accessibility and to enable more effective and efficient targeting for compliance monitoring efforts; and (3) overseeing the divisional financial, procurement, and state review activities.

DECA-CAPSB serves as a centralized unit to deal with, among other regional priority areas of interest, environmental impacts on minority and low-income populations. The CAPSB coordinates communication, outreach, education and training of regional employees on environmental-justice issues; provides technical and financial assistance to outside groups on environmental justice concerns; provides financial assistance and supports community projects through the environmental justice small grants program and the environmental justice community grants programs; and serves as a central repository of environmental justice information. The CAPSB supports environmental justice research and demonstration projects and assists EPA-HQ's Office of Environmental Justice (HQ-OEJ) in overseeing the implementation of Executive Order 12898 and coordinating regional activities with federal agencies covered by this Order.

II. MAJOR DUTIES AND RESPONSIBILITIES

Coordinates and/or conducts complex environmental justice projects/initiatives, as well as special requests for information from Headquarters, as requested by management. This requires analysis and consideration of current environmental justice issues of concern to communities and the private sector, and awareness of various agency initiatives, which may be phases or segments of larger or more complex assignments. Based on such analyses, serves as a regional environmental justice expert and provides staff leadership, advice, and consultation relative to the integration of environmental justice considerations into the planning and implementation of goals, objectives, strategies and activities, either presenting or participating in their presentation to the Regional Administrator, Division Director, and other management officials, both within and outside the Agency.

Evaluates regional activities to determine if environmental justice objectives are met. Makes decisions and recommends solutions to complex operational problems encountered implementing regional and national environmental justice directives and guidance, including problems of unusual complexity which significantly change, interpret and expand important environmental justice policies and programs. Works all levels of Regional management to implement solutions. Identifies issues and concerns among minority communities. Contributes to the development of environmental justice standards by performing research from a variety of sources including available literature, information and viewpoints that represent

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concerns of various civil rights groups, community leaders, and civic groups. The incumbent is responsible for summarizing the information, identifying trends or issues that cross communities and providing this information in the form of option or position papers which may include recommendations for inclusion in the development of standards. Develops new methods to improve the administration of the environmental justice program.

Serves as an environmental justice leader with representatives of the media programs to develop an appreciation of Agency pollution prevention, clean up and enforcement/regulatory efforts and to help foster an increased sensitivity within these programs to environmental justice activities.

Serves as the point of contact providing advisory services to other federal agencies on environmental justice issues. Coordinates collaborative environmental justice efforts between the Agency and our federal partners. Prepares and/or coordinates the development of briefing packages for use at national and/or regional meetings with federal officials.

Coordinates and participates in conferences, interagency meetings, task forces and workgroups, with a variety of groups such as tribes, etc., which serve to represent environmental justice interests or concerns, or are impacted by proposed environmental justice activities.

Performs other duties as needed.

FACTOR 1. Knowledge Required

LEVEL 1-8

1,550 Points

Expert knowledge of Federal, State, and local laws and regulations and a thorough knowledge of the theories and principles of environmental protection especially as they relate to issues of environmental justice and the impacts of environmental laws, policies, legislation and regulation on minority groups and communities sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important environmental justice policies and programs.

Considerable knowledge of the Agency's organizational structure, programs, and relationships to determine where they are likely to impact on minority and/or low-income communities or address issues of environmental justice.

Ability to apply comprehensive qualitative/quantitative analytical techniques such as data analysis or the development and administration of questionnaires to synthesize information compiled from reports or from research, or the preparation of maps, charts and graphs.

This work also requires skill in fact gathering or interviewing with supervisors and employees to obtain information about organizational missions, functions, and work procedures.

FACTOR 2. Supervisory Controls

LEVEL 2-4

450 Points

The incumbent works under the administrative direction of the Chief, CAPSB, with assignments of broadly defined missions and functions. The employee has responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.

The incumbent is responsible for planning, coordinating, and carrying out the necessary steps to complete all phases of a project, handling most problems which arise in accordance with accepted office

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policies and applicable precedents without referring them to the supervisor. Completed work is reviewed for conformance to overall requirements, compatibility with other work, and effectiveness in meeting objectives.

FACTOR 3. Guidelines **LEVEL 3-4** **450 Points**

Guidelines used by the incumbent consist of various materials regarding the concept of environmental justice, reference materials which reflect the Agency's environmental program activities, and texts, and manuals which cover the application of analytical methods and techniques for evaluation of data, as well as instructions from the Director or other specialists which cover the subjects involved.

These guidelines are not always directly applicable to specific work assignments, although precedent studies of similar subjects are available for reference. Uses initiative and resourcefulness in deviating from, refining, or extending traditional methods and practices, or in developing and recommending new or substantially modified methods, criteria, or policies.

FACTOR 4. Complexity **LEVEL 4-5** **325 Points**

The work includes varied duties requiring many different and unrelated processes and methods be applied to a broad range of activities involving environmental justice issues. The incumbent will be required to interpolate from sociological data to make recommendations as to how it will fit in communities with environmental justice concerns. The work requires originating new techniques, establishing criteria, or developing new information.

Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in the Environmental Justice program, technological developments, unknown phenomenal or conflicting requirements.

FACTOR 5. Scope and Effect **LEVEL 5-4** **225 Points**

The purpose of the work is to plan and carry out a variety of important project or program activities. The work involves establishing criteria, assessing program effectiveness; investigating or analyzing a variety of difficult questions and providing advisory services to regional and operating personnel and other federal agencies and others on specific functions of the environmental justice program. Assignments typically involve problems that are particularly difficult, widespread, or persistent. The work directly influences the effectiveness and acceptability of the environmental justice program and its effect on a wide range of agency activities, major activities of industrial or commercial concerns, or the operation of other agencies.

FACTOR 6. Personal Contacts **LEVEL 6-3** **60 points**

Personal contacts include representatives of communities and individuals seeking information as well as employees, supervisors and managers in other parts of the Agency and in other parts of the Federal government in a moderately unstructured setting. Incumbent will be responsible for working with grantees, contractors and representatives from local communities, managing nationwide projects and workgroups made up of representatives from all such groups.

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FACTOR 7. Purpose of Contacts

LEVEL 7-3 120 Points

The purpose of the contacts is to facilitate decision-making on EPA's involvement in environmental justice projects. The incumbent will lead workgroups and oversee projects of national scope in solving environmental justice issues.

The incumbent will be responsible for influencing, motivating and convincing persons from local communities, industry and interest groups to obtain the desired effect, such as agreement on EPA's position on environmental justice concerns, gaining agreement on future direction, and establishing a mutually beneficial approach to solving a common problem.

FACTOR 8. Physical Demands

LEVEL 8-1 5 Points

The work performed by the incumbent is primarily sedentary in nature, although there may be some walking, bending, or carrying of light objects such as books files, and occasional travel.

FACTOR 9. Work Environment

LEVEL 9-1 5 Points

The work is performed in an office setting which is adequately lighted, heated, ventilated, and requires no special precautions.

TOTAL: 3,190 = GS-13

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (**major duties area**) of the PD.

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name <u>Tasha Frazier-Sansculotte</u>	<input checked="" type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number <u>N002813</u>	<input type="checkbox"/> Total extramural resources management duties occupy less than 25% of time.
Title <u>Environmental Protection Specialist</u>	<input type="checkbox"/> Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade <u>GS-028-13</u>	<input type="checkbox"/> Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization <u>US EPA Region 2/DECA/CAPSB</u>	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor=s Signature *[Signature]* Date 3/27/15
 Personnel Specialist=s Signature *[Signature]* Date 04/24/15

Part 1. Contracts Management Duties

Pre-award:

- ☐ Plans Procurements
- ☐ Estimates Costs
- ☐ Obtains funding commitments
- ☐ Prepares procurement requests
- ☐ Writes statements of work
- ☐ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-award inquiries
- ☐ Participates in pre-award conferences
- ☐ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (lists)

Post-award:

- ☐ Prepares delivery orders
- ☐ Reviews contractor work plans
- ☐ Reviews contractor progress reports
- ☐ Monitors government-furnished property
- ☐ Monitors cost, management, and overall technical performance of contract after award

- ☐ Monitors management and performance of delivery orders/work assignments after award
- ☐ Defines scope of work for work assignments
- ☐ Approves payment requests of ACH drawdowns
- ☐ Manages cost-reimbursement contracts
- ☐ Reviews invoices
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☐ Writes reports on contractor performance, costs, and tasks performed
- ☐ Reconciles payments with work performance
- ☐ Closes-out payments
- ☐ Performs cost accounting
- ☐ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list)

Percentage of Time Spent on Contracts Management

%

Continued

Part 2. Grants/Cooperative Agreements Duties

Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for area of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant=s work plan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☐ Monitors recipient=s activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

Part 3. Interagency Agreements Duties

Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

Project Management/Administration:

- ☐ Reviews progress reports/financial reports

☐ Advises Grants Management Office of potential problems/issues

☐ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions

☐ Approves payments requests or ACH draw downs

☐ Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office

☐ Negotiates amendments

☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)

☐ When necessary, recommends termination of the agreement

☐ Resolves with Grants Management Office administrative and financial issues

☐ Conducts periodic reviews to ensure compliance with agreement

☐ Other (list)

Close-out:

☐ Certifies deliverables were satisfactory and timely

☐ Provides assistance to recipients and Grants

☐ Management Office to ensure timely close-out

☐ Reconciles payment with work performed

☐ Notifies recipient of close-out requirements

☐ Obtains legal assistance if necessary to resolve incomplete close-out

☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations

☐ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management

_____ %

☐ Monitors cost management and overall technical performance

☐ Participates in decisions about project modification/termination

☐ Conducts periodic review of Superfund State

☐ Contracts payments receipts (Superfund only)

☐ Inspects and accepts deliverables

☐ Other (list)

Close-out:

☐ Reviews final report

☐ Decides on disbursement of equipment

☐ Reconciles payments with work performed

☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)

☐ Certifies deliverables

☐ Resolves close-out issues with Grants Management Office/other agency

☐ Other (list)

Percentage of Time Spent on Interagency Agreements Management:

_____ %